

**CITY OF BIRMINGHAM  
COMMUNITY RESOURCE SERVICES  
DIVISION OF THE MAYOR'S OFFICE  
NEIGHBORHOOD PROJECT REQUEST FORM  
FISCAL YEAR 2022 (49th program year)**

During a meeting on \_\_\_\_\_ (date), the \_\_\_\_\_ NEIGHBORHOOD ASSOCIATION voted to recommend that the following project be carried out with Neighborhood allocated funds for the Fiscal Year 2021. Record of this vote is recorded in the attached copy of the official minutes of this meeting. **THE PROJECT DESCRIPTION MUST BE FILLED OUT PREFERABLY BY THE NA PRESIDENT IN ITS ENTIRETY, ALONG WITH THAT OFFICER'S SIGNATURE, BEFORE THE PROJECT CAN BE PROCESSED BY THE CRR.**

**PROJECT DESCRIPTION:**

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The neighborhood understands that the basis for approval of this project is a cost estimate. Some variation from this estimate may occur during project implementation. In order to avoid delays and to expedite projects, we hereby advise the City to proceed with the project, including the possibility that there may be additional costs not to exceed 20% above the estimate. Any over-runs more than 20% will be brought to the neighborhood for further formal action prior to proceeding.

Signature	Title	Date
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Submitted by CRR: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Work Directive #: \_\_\_\_\_

Coding/Final Review by CRR: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is the Provider an employee of the City of Birmingham? \_\_\_\_ Yes \_\_\_\_ No

Is anyone in the Provider's household an employee of the City of Birmingham? \_\_\_\_ Yes \_\_\_\_ No

<u>Support Material(s) Attached</u>	<u>Date Rec'd</u>
<input type="checkbox"/> Minutes	_____
<input type="checkbox"/> Contract	_____
<input type="checkbox"/> Articles of Inc./501 (c) (3)	_____
<input type="checkbox"/> Memorandum of Understanding	_____
<input type="checkbox"/> Sign-in Sheet	_____
<input type="checkbox"/> Transparency Disclosure Form	_____
<input type="checkbox"/> Business License	_____

Verified by: \_\_\_\_\_, CRR

**Revised on January 2022**